



The Carlsbad Recreation Department currently has an opening for a

Senior Recreation Leader Harding Community Center

Starting at \$12.00 per hour

Position

Under general supervision, coordinate facility scheduling for rentals, implement set-ups and assist Office Specialist with activity registration as needed. Sr. Recreation Leader is a part-time position*.

Example of Duties:

Administrative:

- Acts as Community Center Coordinator
- Coordinates facility scheduling and rentals
- Assists Office Specialist with instructional class registration

Supervisory:

- Supervision of park/facility users as scheduled
- Assists with supervision of part-time facility attendants
- Assists with supervision of sports section activities as needed
- Assists with staff meetings

Primary Responsibilities:

- Facility Scheduling
- Coordination of facility set-ups – days
- Greets public, receives telephone calls and provides necessary information
- Settles minor disputes among park users
- Administers minor first-aid
- Makes reports on incidents, attendance, and maintenance
- Provides staff support for Special Events
- Responds to alarms as needed

Qualifications:

Knowledge of facility scheduling and activity registration desired. First-aid methods, practices and safety precautions related to any recreation program.

Basic supervisory practices.

Computer literate.

Ability to:

Establish and maintain cooperative working relationships with those contracted in the course of work. Maintain records and prepare oral and written reports as needed. Provide leadership and supervision in the training of Recreation Leaders to provide safe and quality facility operation in a professional manner.

Experience/Education:

One year experience and/or training performing duties comparable to a Recreation Leader, preferably supplemented by college level courses in recreation, education, physical education, or related field.

Special Conditions:

Must be available to work mornings, afternoons, evenings, weekends, holidays, and/or special events as needed. Must provide own transportation; must meet State of California Tuberculosis test requirements; must have valid California State Drivers License. Required to attend mandatory meeting sessions. Uniforms will be provided and must be worn.

*** Total work hours may not exceed 999 hours per fiscal year, July 1 to June 30.**

Application and Selection Procedure

Application may be obtained from and submitted to:

**HARDING COMMUNITY CENTER,
3096 HARDING STREET,
CARLSBAD 92008 (760) 602-7510.**

Candidates will be evaluated for employment consideration on the basis of the submitted application. An interview of those best qualified will be used to rank the applicants for a final selection.

DEADLINE: OPEN UNTIL FILLED

Appointments are contingent upon successful completion of a fingerprint records check and verification of State of California negative tuberculosis test requirement and of United States citizenship or legal employment authorization.

The City of Carlsbad encourages qualified individuals with disabilities to apply. Persons who will require special accommodation in order to participate in any portion of the application, testing or interview process must advise the City's Human Resources Department five (5) working days prior to the requested accommodation.

Successful applicants will be offered employment on an hourly basis only. Hourly employment with the City of Carlsbad may be discontinued at any time without cause, notice or right of appeal or hearing.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.